



**UNITED STATES BANKRUPTCY  
COURT  
SOUTHERN DISTRICT OF GEORGIA**

Vacancy Announcement #2005-03

**POSITION:** Clerk of the Bankruptcy Court

**LOCATION:** Savannah, Georgia

**STARTING SALARY:** JSP 17 (\$134,867 - \$146,800)

Starting salary commensurate with work experience, education, and qualifications.

**CLOSING DATE:** May 31, 2005

**POSITION OVERVIEW:** The Clerk of Court is appointed by the judges of the Court. This is a high-level management position that functions under the direction of the Chief Judge of the United States Bankruptcy Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management and public relations. The Clerk of Court has offices in Savannah and Augusta, Georgia. The duty station of the Clerk will be assigned by the Chief Judge of the Court.

**QUALIFICATIONS:** A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least three of the ten years experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

The applicant must possess strong analytical, leadership, and interpersonal skills and must have demonstrated a commitment to developing a supportive and harmonious team exhibiting professional demeanor and attitude. Prior federal court experience and familiarity with automation applications are desirable, but not mandatory.

**EDUCATIONAL SUBSTITUTIONS:** Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education for 9 months of experience. Preferably a degree should have included courses in law, government, public, business or judicial administration or related fields. A post-graduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A law degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

**BENEFITS:** Employees of the United States Bankruptcy Court are not classified under the Civil Service but are entitled to a similar benefits package.

**INFORMATION FOR APPLICANTS:** Employees of the United States Bankruptcy Court serve on an "AT WILL" basis and are required to adhere to a Code of Conduct.

- The applicant who best suits the needs of the court will be selected;
- Due to the volume of applications received, communication will be with those individuals who will be invited to interview for the position;
- No funds are available for travel for interviews;
- Final candidates are subject to background check;
- The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice;
- This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.
- The United States Bankruptcy Court is an Equal Opportunity Employer.
- Applicant must be U.S. citizen or eligible to work in the United States.

**APPLICATION PROCEDURE:** Qualified persons are invited to submit an original and four copies of a detailed resume including educational, work and salary history as well as a narrative statement not exceeding 3 pages addressing the applicant's management style and how the applicant's experience matches the needs of the court. Additionally, the narrative should address two of the following areas.

- Have you ever had to implement a policy that you knew would be unpopular? What was the situation? What did you do to counteract a negative response?
- Today's judiciary is evolving. Technological advancements necessitate changes in the way the judiciary does business. How would you balance the need for acquiring new technology and technologically astute employees with the desire to maintain and promote existing employees with a broad bankruptcy knowledgebase?
- Is your preferred method of management a centralized or decentralized style? Why does this style work best for you? How would you handle a situation that did not lend itself readily to your preferred form of management?

**\*\*\*\*Submit Resume Postmarked by May 31, 2005 to:\*\*\*\***

**United States Bankruptcy Court  
Confidential Announcement #2005-03  
P. O. Box 8347  
Savannah, GA 31412**